

ASSESSMENT OF STUDENT ACADEMIC ACHIEVEMENT (POLICY)

The Board of Trustees and constituencies of Oglala Lakota College are committed to continuous improvement of student academic achievement. To further this goal, academic departments will conduct regular activities to assess the knowledge, attitudes, and/or abilities students are acquiring while attending classes at OLC.

Results of assessment activities will be used to plan and budget for continual improvement of college operations.

Purposes of assessing student academic achievement:

1. To provide information to students and faculty about individual progress;
2. To inform faculty and other professionals so they may develop appropriate learning programs and curriculum;
3. To provide information to people who make decisions about the allocation of resources for curriculum, pedagogy, college organization, and other educational goals;
4. To provide information to the public regarding the institution's performance;

Who will be assessed:

1. Entering freshmen
2. Students in basic skills courses (English and Math).
3. Students completing an Associates Degree and/or complete a designated number of credit hours during their first two years of college.
4. Students in academic and vocational degree programs as determined by their academic department.

What will be assessed:

Entering freshmen and junior students will be assessed in basic skills subjects and the college core, including but not limited to Reading, Writing, Mathematics, and Lakota cultural awareness.

In addition to college wide assessment in core subjects, students' learning will also be assessed in their majors and in specific courses as determined by the respective academic departments.

Assessment process:

Assessment will use a number of direct and indirect measures to determine learning. Direct measures may be criterion-based and/or norm-referenced. Students will be assessed at different points during the student's academic program.

Reporting of results:

1. The chair of each academic department and/or the director of each instructional site is responsible for forwarding assessment results to the Institutional Assessment and Research Office as outlined in the procedures below .

2. Summary Reports of assessment results in Basic Skills/Core will be prepared by the Institutional Assessment and Research Office on a semester and /or annual basis.
3. Each academic department will prepare a report of assessments carried out with a copy of each report to be lodged in the Institutional Assessment and Research Office.

Assessment Committee:

Oglala Lakota College will have a permanent assessment committee whose members broadly represent the college's academic departments. In addition, members may also be drawn from support services and students.

The duties of the assessment committee are:

1. Develop, distribute and monitor a schedule pertaining to assessment (i.e. an assessment calendar)
2. Review assessment results from the Institutional Assessment and Research office and from the academic units.
3. Recommend assessment activities and processes and their modification.
4. Review and approve a semester and annual report prepared by the Institutional Assessment and Research office, which describes the semester's and year's outcomes of the assessment of student academic achievement.

Planning and budgeting:

Assessment results and assessment reports will be distributed to OLC's Administration and Departments for use in planning and budgeting for continual improvement of student learning.

Personnel:

Oglala Lakota College affirms that assessment is a process independent of decisions concerning personnel matters, such as retention, rehire, or dismissal. Assessment outcomes will not be used for such purposes and every effort will be made to safeguard against the use of assessment results for matters related to these areas.

1. All Tests to be used for assessing student academic achievement will be reviewed by the assessment committee and copies will be lodged in the Office of Institutional Assessment and Research.
2. Directors of instructional sites or other designated faculty or staff are responsible to forward results of all diagnostic/placement tests to the Institutional Assessment and Research office no later than the first week of classes in the Fall and Spring semester.
3. Designated faculty from relevant academic departments will forward the results of any post tests conducted in pre-college level classes and/or other classes designated for post tests by the department involved no later than the due date for final grades each semester.
4. A designated faculty member from the Humanities and Language Arts department will forward the results of holistically scored essays to the Institutional Assessment and Research Office at the end of each semester, that is, on the date when final grades are due in the Registrar's Office.

5. Based on the assessment activities carried out by each academic department and as outlined in the department's assessment plan(s), the assessment committee will publish an assessment calendar each semester.
6. Academic departments will provide the Institutional Assessment and Research office with a report that summarizes the department's assessment activities and assessment results as they relate to departmental programs, courses, and/or disciplines. This report should constitute an appendix to the department's overall report, which is due at the end of department chairs' contract year.
7. Based on the timely submission of reports and data from academic departments and instructional sites, the Institutional Assessment and Research Office, will furnish a semester report by the middle of the following semester and an annual report by the end of the academic year. The annual assessment report will be reviewed by the assessment committee at the beginning of the following academic year and contain recommendations from the Assessment Committee for improving the academic achievement of OLC's students.

I. ASSESSMENT OF GENERAL EDUCATION

<u>Tests and Assessments:</u>	<u>Who:</u>	<u>What:</u>	<u>How:</u>	<u>Administered</u>	<u>Responsibility:</u>
<u>Placement tests:</u>	<u>Entering first year students</u>	<u>Reading, writing and math</u>	<u>Computer adaptive inventories</u>	<u>Prior to completion of registration process</u>	<u>Foundational Studies Results forwarded to Director of Assessment</u>
<u>Post Tests</u>	<u>Students who are at the end of their second year of studies, end of sophomore status or beginning of junior year status</u>	<u>General Studies and Lakota Language Cultural Proficiency</u>	<u>Standardized and nationally recognized direct measure of general education curriculum</u>	<u>Twice per calendar year. Prior to students being awarded an associate's degree or advancement to bachelor's degree status</u>	<u>Director of Assessment</u> <u>Lakota Studies Dept. forwarded to Director of Assessment</u>
<u>Holistic Writing</u>	<u>Students who have completed Engl 103</u>	<u>Writing and Composition Skills</u>	<u>Holistic Scoring of Essays by faculty</u>	<u>End of semester.</u>	<u>Humanities Dept. Results forwarded to Director of Assessment.</u>
<u>Information/computer literacy knowledge and skills</u>	<u>Students exiting general education technology</u>	<u>Computer Literacy and demonstrated skills</u>	<u>Locally developed assessment of student proficiency</u>	<u>End of semester</u>	<u>Instructional Technology Dept. Results</u>

	<u>courses</u>				<u>forwarded to Director of Assessment</u>
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II. ASSESSMENT IN THE MAJOR

<u>Exit Exams</u>	<u>Who:</u>	<u>What:</u>	<u>Direct Measures:</u>	<u>Responsibility:</u>
<u>To measure student learning in courses and programs</u>	<u>Students in their junior or senior year (as determined by their academic department)</u>	<ul style="list-style-type: none"> • <u>Courses</u> • <u>Disciplines</u> • <u>Programs</u> <u>Departments determine what professional standards and accreditation requirements apply within the major or degree</u>	<ul style="list-style-type: none"> • <u>Course embedded assessments</u> • <u>Capstone/Internships, standardized and locally developed exams</u> • <u>Essays blind scored across the department or division</u> • <u>Juried Reviews of senior project</u> • <u>Externally reviewed exhibitions/performances</u> • <u>Performance on state and national licensure</u> • <u>Exams other as appropriate</u> 	<u>Academic Department</u> <u>Results forwarded to Director of Assessment as part of annual reports</u>

The Institutional Assessment and Research Office will furnish an annual assessment report based on Sections I. and II. above by the end of the academic year. The Assessment Committee will review the report at the beginning of the following academic year. The report will contain recommendations for improving student academic achievement.

OTHER ASSESSMENT ACTIVITIES: (INDIRECT MEASURES)

<u>Component</u>	<u>Time Schedule</u>	<u>Population</u>	<u>Distribution of Results</u>	<u>Use of Results</u>	<u>Responsibility</u>
<u>Alumni Survey</u>	<u>Every Year</u>	<u>Alumni of the previous year</u>	<u>College, community, OLC website</u>	<u>Information and planning</u>	<u>Director of Assessment and Center Directors</u>
<u>Employer Survey</u>	<u>Every odd year</u>	<u>OLC graduate employers</u>	<u>Administration, faculty, departments, districts</u>	<u>Program and curriculum planning</u>	<u>Director of Assessment and Center Directors</u>
<u>Community Survey</u>	<u>Every three years</u>	<u>District population</u>	<u>Administration, faculty, departments,</u>	<u>Establishing Community needs</u>	<u>Director of Assessment and Center</u>

			<u>districts</u>		<u>Directors</u>
<u>Survey of students who drop-out/stop-out</u>	<u>Every Semester</u>	<u>Students who drop-out/stop-out</u>	<u>Administration, faculty, departments, districts</u>	<u>Program planning</u>	<u>Director of Assessment and Center Directors</u>
<u>Student attendance</u>	<u>Every semester</u>	<u>All students</u>	<u>Districts, departments, chairs, administration</u>	<u>Identify student needs</u>	<u>Director of Assessment and Center Directors</u>